Melbourn Parish Council
Melbourn Community Hub
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SG8 6DZ

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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 30 September 2026 at 7.30pm at the Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk.

Present: Cllrs Alexander, Barnes, Clark (Chair), Coulman, Cowley, Davey, Hart, Kilmurray, McMahon
Absent: Cllr Kanagarathnam
In attendance: Abi Williams (Clerk), Shelley Coulman (RFO), County Cllr Bostanci, Jose Hales & Jeannie Seers (Melbourn Community Hub Management Group)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC079/2627 To receive and approve apologies for absence

It was RESOLVED to accept apologies of absence from Cllrs Campbell, Kyprianou, Laight and Wilson.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.

PC080/2627 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
c) To grant any requests for dispensation as appropriate

Declarations of interest were received from Cllr Kilmurray for items PC084/2627a-c) and PC086/2627h). Dispensation was granted to remain for discussion but not vote.

PC081/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public present.

PC082/2627 To report back and approve the minutes of the Parish Council meeting held on 29 July 2026.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 29 July 2026 as an accurate record.
Proposed by Cllr Kilmurray, seconded by Cllr Coulman. All in favour.

PC083/2627 Chair's Announcements

It is with great sadness that Melbourn Parish Council records the passing of former Parish Councillor John Travis.
On behalf of the Council, we extend our sincere condolences to John's family and friends at this sad time.
We are deeply grateful for the enormous contribution John made to the community through his years of service as a Parish Councillor and as a Director of the Community Hub Management Group. His commitment, dedication and support for village life have left a lasting legacy. He will be remembered with appreciation, respect and great fondness by all who had the privilege of working with him.
On a personal note I will his support and guidance which has been invaluable over the years.
The Council is considering an appropriate way to commemorate John's contribution to the village. Councillors and residents who would like to suggest ideas for a memorial are invited to share them with the Parish Office.

Signed…….. Date…….

PC084/2627 Community Hub

a) To receive an update from Melbourn Community Hub Management Group.

Jeannie Seers and Jose Hales presented a report from Melbourn Community Hub Management Group. It was noted that Turn on to Christmas would be held on 28 November 2026, a reminder of the open offer for Cllrs to visit the hub and find out more about what they are doing was given. It was noted that the next management meeting would be held on 10 November. *A full copy of the report can be found in the supporting documents for this meeting.*

b) To consider a request to apply for planning consent to install air conditioning units in the atrium.

It was requested that the Parish Council approve in principle a planning application for works to install air conditioning in the atrium. If planning approval is granted full quotes, including predicted ongoing service and maintenance costs, will be considered by Full Council.
Proposed by Cllr Davey, seconded by Cllr Barnes.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, McMahon
Against:
Abstain: Cllr Kilmurray

c) To receive updates and consider actions.

It was noted that a date is being arranged for previously approved electrical works.

PC085/2627 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was received from County Cllr Bostanci and District Cllr Hart. Highlight was made of changes to bus routes, updates on proposed quiet Lane and the Superloop project. District Cllr Hales shared concerns over the change in National Planning Policy Framework that no longer allows District or County Councillors to request planning applications be submitted to the Planning Committee. Planning consultation for the Parish should continue to focus on material considerations.

Jose Hales & Jeannie Seers left the meeting 20:07

PC086/2627 Finance Matters

a) To receive and consider the finance reports for July and August 2026.

Finance report received. RFO provided an update on reporting changes.

b) To consider retrospective approval of CHRGS Ltd invoice for £2,711.30 for work to provide evidence-based report on review of Council assets as approved under PC195/2526a).
It was RESOLVED to retrospectively approve the CHRGS Ltd invoice for £2,711.30 +VAT.
Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.

c) To consider retrospective approval of invoice from Harts books for £136.68 to be taken from library s106.
It was RESOLVED to retrospectively approve the invoice from Harts books for £136.68.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.

d) To consider approving retrospective approvals for August 2026.

It was RESOLVED to retrospectively approve the approvals list for August 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

e) To consider approving renewal of parish insurance policy at a cost of £11,751.50 (2025 £13,562.65).
It was RESOLVED to approve the renewal of the parish insurance policy at a cost of £11,751.50.
Proposed by Cllr Hart, seconded by Cllr McMahon.

f) To consider approval of interim bill from HCR Legal for works in relation to Scouts lease at a cost of £778.00+VAT.
It was RESOLVED to approve the interim bill from HCR Legal for £778.00+VAT.
Proposed by Cllr Kilmurray, seconded by Cllr Davey.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Hart, Kilmurray, McMahon
Against:
Abstain: Cllr Cowley

g) To consider approval of invoice from Harts books for £127.91 to be taken from library s106.

It was RESOLVED to approve the invoice from Harts books for £127.91.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

Signed…….. Date…….

h) To consider approval of invoice from Melbourn Community Hub for part year lease of Dickens Room at a cost of £3,906.25 as agreed under PC220/2526c).
It was RESOLVED to approve the invoice for lease of the Dickens Room at a part year cost of £3,906.25.
Proposed by Cllr Davey, seconded by Cllr Barnes.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, McMahon
Against:
Abstain: Cllr Kilmurray

i) To consider approving approvals list for September 2026.

It was RESOLVED to approve the approvals list for September 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

j) To request any projects for consideration under the precept 2027/28 to be sent to the office for review.
Items for review by Finance & Good Governance to be sent to the Parish office.

k) To receive any updates and consider actions.

None received.

PC087/2627 Bank reconciliations

a) To note bank reconciliation for July and August 2026.

It was noted that the bank reconciliations for July and August 2026 were completed.

PC088/2627 Antisocial Behaviour in the Village

a) To receive the latest damage, violence and antisocial behaviour report.

Damage, vandalism and antisocial behaviour (ASB) report noted. Thanks were passed to the South Cambridgeshire District Council Housing Enforcement team that carried out a patrol to address some of the recent concerns.
ACTION: a request to investigate dog fouling signage for the college field and new rec was noted this will be reviewed by the Maintenance Committee.

PC089/2627 Correspondence

a) To receive request to Rights of Way Improvement Plan survey from Cambridgeshire County Council and consider response.
It was RESOLVED to allow the Clerk to submit the response as suggested including the desire to investigate turning the one track right of ways into circular routes.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

b) To receive the Draft Interim Greater Transport Strategy report from Cambridgeshire & Peterborough Combined Authority.
Report received.

c) To receive update on School Streets scheme and consider actions.

It was noted that Cllrs Clark and Campbell had met with the School Streets scheme and addressed concerns with the overlap of the scheme and the LHI application that is currently waiting for design and consultation. Consultation will continue for the School Street with the Active Travel team and the LHI team working together on any responses. It was noted that objection to both schemes have been raised by residents.

d) To consider a resident request to support the introduction of a 7.5 tonne weight restriction and whether to refer the matter to Cambridgeshire County Council for investigation.
Request was discussed. Council decided not to support the request as it was felt 7.5tonne restrictions were too low to accommodate businesses within the village. County Cllr Bostanci to continue chasing the installation of the required 17.5 tonne restriction signage.
ACTION: Note to County Cllr Bostanci to address A2B buses using Beechwood as a cut through to parking on London Way.

e) To note concerns raised and current actions regarding unsafe pavements at Station Road, Orchard Gate and Back Lane.
Concerns noted. Residents encouraged to continue reporting via the Highways Reporting Tool and via the Parish Office.

f) To consider request to install poppies on the village sign (25 Oct – 15 Nov) as previously.

Signed…….. Date…….

It was RESOLVED to approve the request to install poppies on the village sign – comment passed about how impressive the display is every year.
Proposed by Cllr Kilmurray, seconded by Cllr McMahon. All in favour.

g) To consider allowing Fete Committee to charge for parking at Melbourn Fete 2027.

No resolution made. ACTION: Fete Committee to be invited to present their thoughts to Council for consideration at a future meeting.

h) To consider any action regarding Gold Arthur trading from the High Street car park.

It was RESOLVED to send a cease-and-desist letter to request Gold Arthur no longer trades from the car park.
Proposed by Cllr Cowley, seconded by Cllr Alexander. All in favour.

i) To note multiple requests and consider actions for double yellow lining around junctions.

It was RESOLVED to assess the village for areas that could require yellow lining through road inspection and approach Highways for advice over an LHI application or works that are required by law.
Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.

j) To receive any updates and consider actions.

ACTION: investigate appropriate action for removing advertising boards from A10.

PC090/2627 Governance

a) To receive the external auditors report and completed Annual Governance and Accountability Report 2025/26.
The external auditors report and AGAR were received by Council. It was noted that actions have been put in place to ensure the budget is approved within a prior agenda item to the precept.

b) To note 'Notice of conclusion of audit' was published on 25 September 2026 for a period of no shorter than 14 days on the noticeboards and online.
The 'Notice of conclusion of audit' was noted.

c) To note formal appointment of Parish Council representative for Triggs Charity as Helen Oliver.

The appointment of Helen Oliver as a Parish Council representative for Triggs Charity was noted.

d) To receive any updates and consider actions.

None received.

PC091/2627 Planning Matters

a) To receive intends notice for Temporary Traffic Regulation Order (TTRO) on Cambridge Road.

Intends notice was noted.

b) To receive intends notice for Temporary Traffic Regulation Order (TTRO) covering Chapmans Close, Portway, The Lawns, Lawn Close, The Moor, Water Lane.
Intends notice was noted.

c) To receive correspondence about Fowlmere and Melbourn Active Travel Survey and consider any actions.
Correspondence was noted.

d) To note confirmation of acceptance of commuted sum for Hopkins Homes maintenance and consider any actions arising from inspection held on 29 September 2026 and to note instruction of engagement with HCR Legal.
Inspection of area carried out with a report for remedial works provided to Hopkins Homes for review and action.

e) To note correspondence with planning compliance with regard to parking issues on The Moor.

It was noted that no planning conditions are being breached. It was decided to send a letter of request to the business to ask them to be considerate to other road users in the area.

f) To receive update and consider actions on lease for Scout storage unit on Old Rec.

Update of lease progression and works to date provided. HCR Legal to progress with lease drafting and apply for Fields in Trust approval once draft is agreed.

g) To receive updates and consider actions.

Signed…….. Date…….

It was noted that the planning application and Local Development Order consultations for the Superloop project would begin soon.

PC092/2627 Community Coordinator Reports

a) To receive reports covering August/September.

Report received with thanks.

b) To note any Timebank expenses.

Timebanking expenses of £43.85 were noted.

c) To receive any updates and consider actions.

None received.

PC093/2627 To receive an update from the Maintenance Committee

a) To consider a proposal to request local neighbouring Parish, District and County support for a screening of National Emergency Briefing film https://www.nebriefing.org/the-film .
It was RESOLVED to proceed with a project to host a joint National Emergency Briefing event with Whaddon and Fowlmere Parish Councils – other local Council should be approached to join.
Proposed by Cllr Kilmurray, seconded by Cllr Davey.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Hart, Kilmurray, McMahon
Against: Clllr Cowley
Abstain:

b) To consider costs for clearing two plots at St Georges Allotments.

It was RESOLVED to approve costs of £1,080 to clear two plots at St Georges Allotments. ACTION: Suggestion to be made to Allotment Association through Maintenance Committee to collect a subsidy from all plot holders to help with such costs going forward.
Proposed by Cllr Hart, seconded by Cllr Davey.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Hart, ~~Kilmurray,~~ McMahon
Against: Cllrs Cowley, Kilmurray
Abstain:

c) To receive any updates and consider actions.

None received.

PC094/2627 To receive an update from the MAYD Joint Committee

a) To receive update and DRAFTS minutes from August MAYD Committee meeting.

Minutes noted.

b) To note Fowlmere Parish Council notice of intent to join MAYD.

Fowlmere Parish Council membership intent noted.

c) To receive any updates and consider actions.

It was noted that the terms of reference for the committee would be reviewed to ensure other member involvement was covered.

PC095/2627 To receive an update from the Futures Working Party

Continued work on providing play equipment / planting on green spaces.

County Cllr Bostanci left the meeting 21:39

PC096/2627 To receive an update from the HR Panel

a) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda items – PC096/2627 b-c)**
It was RESOLVED to carry the motion to exclude Public and Press as stated above.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

b) To consider accepting National Joint Council for Local Government Services pay agreement increases for 2026/27 as stated in 10.1 of the contracts of employment.

Signed…….. Date…….

It was RESOLVED to accept the National Joint Council for Local Government Services pay agreement increases for 2026/27.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

c) To consider moving Wardens SCP due to SCP removal from National Joint Council for Local Government Services pay scales.

It was RESOLVED to move Wardens SCP due to SCP removal from National Joint Council for Local Government Services pay scales.
Proposed by Cllr Davey, seconded by Cllr McMahon. All in favour.

d) **Motion to reopen meeting to public and press.**

It was RESOLVED to reopen the meeting to the Public and Press.
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

e) To note Clerk and Deputy Clerk annual reviews completed and consider any actions.

It was noted that reviews had been completed.
It was noted that a suitable answer phone message would be used to field calls and encourage messages.
It was RESOLVED that the Clerks paid hours should be increased from 35 to 37.5 a week to reflect increased workload.
Proposed by Cllr Clark, seconded by Cllr Kilmurray. All in favour.

f) To consider approving the appointment of part-time Community Coordinator.

Interviews were carried out on 22 September 2026 by Cllr Hart, Barnes and Kyprianou along with Community Coordinator Stephanie Trayhurn and the Clerk.
It was RESOLVED to offer a role as part-time Community Coordinator covering 10 hours per week and covering 5 hours Community Coordinator for Youth. An offer letter will be sent to the successful candidate.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

g) To consider approving the appointment of part-time Community Coordinator for Youth.

Interviews were carried out on 22 September 2026 by Cllr Hart, Barnes and Kyprianou along with Community Coordinator Stephanie Trayhurn and the Clerk.
It was RESOLVED to offer a role as part-time Community Coordinator for Youth covering 20 hours per week. An offer letter will be sent to the successful candidate.
Proposed by Cllr Coulman, seconded by Cllr Kilmurray. All in favour.

h) To receive any updates and consider actions.

None received.

PC097/2627 Policies

a) To consider approving update to Document 4.23 Melbourn Parish Council Estate Safety Inspections as recommended by the Maintenance Committee (MA105/2526a).

It was RESOLVED to approve update to Document 4.23 Melbourn Parish Council Estate Safety Inspections.
Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

PC098/2627 To note the dates of the upcoming meetings as:

a) Planning Committee Meeting, **Wednesday 14 October 2026** at 7.30pm.

b) Maintenance Committee Meeting, **Wednesday 21 October 2026** at 7.30pm.

c) Full Council Meeting, **Wednesday 28 October 2026** at 7.30pm.

Dates of upcoming meetings were noted as above.

Meeting closed 21:57

Signed…….. Date…….